FOR MYSORE STATE

PUBLIC WORKS (195 3) Department

MS. SERIES.

G.O. No. 4301

Dated 13th November 1953

[Despatch Abstract.]

Establishment - Temporary - Port Department - Mangalore Port Office - Employment of additional lower division clerk - Sanctioned.

URGENT

From
A. Mudie, Esq.,
State Port Officer,
P.B.No.13,
Madras 1.

To
The Secretary to Government,
Public Works Department,
Madras.

No.2630 G1/53-1, dated 29-7-53.

Sir,

Establishment - Port Department - Madras Ministerial Service - Creation of a post of Lower Division Clerk on Rs.45-90 for the Port Office, Mangalore - Proposals submitted.

I have to state that the work in the Port Office, Mangalore, especially that pertaining to the Landing and Shipping Section has considerably increased on account of various improvements to the port and resumption of foreign and coasting steamer traffic. Mangalore Port ranks first among the minor ports in this State in respect of country craft traffic and volume of trade. The numerical strength of the Ministerial staff of the office has, with the exception of a typist entertained in 1934, and of one post of clerk for six months in a year abolished in 1948 (G.O.Ms.1895, P.W. dated 16-7-1948), remained unchanged since 1912 inspite of the fact that the work of the office has been increasing particularly after the close of the second World War.

2. The Landing and Shipping section in the Port Office, Mangalore is now working with only two Lower Division clerks - one clerk-shroff and one Import clerk - with the result that the work relating to checking of Import and Export manifests with the relative Import and Export applications have fallen in arrears and thereby the outstanding landing and shipping dues could not be accounted for and collected promptly.

3. With the posting of departmental Port Conservators and Assistant Port Conservators in the sub-ports under the jurisdiction of the Port Officer, Mangalore, and the introduction of departmental collection of Port Dues, the work in the Port Office, Mangalore has increased enormously and proposals for additional staff submitted to Government in 1938 and in 1948 were negatived in G.Os.Ms.No.1858, P.W.(Marine), dated 27-8-1938 and Ms.No.1094 P.W., dated 24-3-1949.

4. Having found it exceedingly difficult even to cope with the day to day work in the Landing and Shipping Section of his office with the existing staff of two lower division clerks, the Port Officer, Mangalore has submitted proposals for an additional clerk in the interest of efficient administration and with a view to do away with the accumulation of arrears - vide copy of his letter No.1964/53-1, dated 22-7-53 (enclosed).

5. In view of the increase in trade and heavy country craft traffic (3000 in a seaon) at the port of Mangalore, which throw heavy work on the Landing and Shipping Section of the port office the request of the Port Officer for an additional clerk in the Landing and Shipping Section of his office is quite justifiable. It is important that the collection of Landing and Shipping dues at the port of Mangalore should be speeded up by maintaining outstanding registers and bringing them upto date which can only be done by timely check of Import and Export manifests with the relative Import and Export applications. The present staff of two clerks in the Landing and Shipping section could not cope with the above work. Hence the need for an additional clerk - Vide also Confidential letter from the Port Officer, Mangalore No.22/53 dated 22-7-53 and my Confidential Memo 1817 G1/53-4, dated 14-7-53 mentioned therein - copies enclosed. This has reference to the correspondence resting with Government Memo No.43026 M/53-2, P.W., dated 9-6-53.

6. In the circumstances stated I request urgent orders of Government for creation of an additional post of lower division clerk for the port of Mangalore.

7. The extra average cost involved on account of the above proposal is Rs.810/- p.a. The fund or funds from which the extra cost has to be met will be reported to Government on receipt of sanction of Government to the creation of an additional post of Lower Division Clerk.

Yours faithfully,

State Port Officer.

P.29.

Encls.
1. Copy of letter No.1964/53-1, d. 22-7-53 from the Port Officer, Mangalore.
2. Copy of Confdl.letter No.22/53 d. 22-7-53 from the P.O.Mangalore.
3. Copy of S.P.O's Memo Confdl. No.1817 G1/53-4, d. 14-7-53.

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From The Port Officer, Mangalore.
To The State Port Officer, Madras.
No. 1964/53-1/dated 22-7-53.

Mangalore - Port Office - necessity for additional staff - proposals submitted -

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While inviting a reference to the marginally noted correspondance I beg to submit that the numerical strength of the ministerial staff at this office has with the exception of entertainment of one Typist in 1934 and abolishing one post of 6 months clerk (G.O.Ms.No. 1895P.W.D., dated 16-7-1948), remained unchanged since 1912 in spite of heavy increase in work particularly during the last few years.

(1) This Office letter No. 2252/46-1 dated 10-8-1946.
(2) This office letter No. 2252/46-6 dated 7-3-1947.
(3) State Port Officer's Endt. No. 4056 G1/48-2 dated 29-3-49 communicating G.O.Ms.No. 1094 P.W. dated 24-3-1949.
(4) This office letter No. 4508/48-3 dated 7-4-1949.

The post of aforesaid 6 months clerk was attached to the Landing and Shipping Section, and the abolition of this post has reduced the complement of that section to 2 clerks, (one Landing and Shippling clerk Shroff and one Clerk). These two clerks have to do the entire work, such as, receiving on an average 12,000 import and 11,000 export applications per year, assessing them, collecting the dues, maintaining cash books and all subsidiary registers. Checking of on an average 7000 import and export manifests and maintaining outstanding register, preparation of A.C. Bills, D.C. Bills, payments of bills, preparation of annual account, monthly accounts and other statistical work or tonnage of cargo exported and imported, Budget estimates, estimate for works, monthly meeting papers of Port Conservancy Board, refund applications, over and above all other correspondence regarding reconciliation and other correspondence of routine nature. In a port like Mangalore where the country craft traffic is heavier than all other ports in the Madras State, it is quite impossible to cope efficiently with the daily routine work.

Request for an additional clerk have repeatedly been put forth by almost all my predecessors since 1946 (Proposals for additional staff were submitted even in January 1937 at the time when the departmental collections of Port dues was introduced vide this office No. 1207/36-2 dated 12-1-1937 and again in Nos. 80-1 and 80-2 dated 19-1-1938 and 27-4-1938. These were negatived in G.O. No. 1858 Ms. P.W. (Marine) dated 27-8-1938). Since then the work has been increasing account of various improvements to ports and resumption of foreign and coasting steamers traffic after the war.

It is absolutely essential that there should be an import clerk, export clerk and shroff in the Landing and Shipping Section. It is experienced, since 1946, that is after resumption of trade, that the Landing and Shipping Section could not cope with the day to day routine work and this resulted in accumulations of arrears of checking manifests which is the main and important item of the work of the section relating to the revenue of the Department. It is found that checking of import and export manifests and granting of refunds have been done only after close of the busy season. As As the existing two clerks could not cope up with the work, the arrears of work cropped up gradually, so much so that import and export manifests relating to the year 1950-51 were found not checked completely uptil June 1952.

Steps were taken to get the entire manifest for 1950-51 and 1951-52 checked in last rainy season by distributing the work amongst the entire staff of the office. On completion of the checking it was found out that landing dues on various items were not collected. Being too late it is found very difficult in several cases to trace out the whereabouts of the vessels or the shippers the consignees. However action is being taken to collect such arrears as far as possible.

Since last monsoon I have been able to clear off many arrears and the following are the most important:-

(1) Clearing Manifests for 1950-51.
(2) Clearing Manifests for 1951-52.
(3) Clearing old audit objections numbering about 100 pending since 1945-46.
(4) Closing Landing and Shipping Cash book and reconciling the departmental cash closing balance with the Treasury figures since 1946-47.
(5) Clearing 320 refund applications pending since 1947-48.
(6) Refund of Tug hire since 1950-51.

This has been only possible by clerks working on Sundays, holidays even working late at night on working days and on the appointment of a Leave Reserve Port Conservator since 28-8-1952. Neither any clerks have been allowed to go on earned leave nor the Leave Reserve Port Conservator and Leave Reserve Asst. Port Conservator been deputed for any length of time for relief duty.

At the moment the Leave Reserve Port Conservator and Leave Reserve Asst. Port Conservator are almost wholly engaged in assisting the Landing and Shipping Shroff and Clerk keep day to day work upto date. Should either of these two individuals be sent out for relief duty or any clerk go on sick leave or any other leave, arrears in daily current work immediately commences. If once such arrears are allowed to heap up during busy season, it is impossible to tie up again without detriment to other duties. Such things in Landing and Shipping Section is quite likely to mean that the checking of manifests would be in arrears and arrears of collection of dues creep in.

I am entirely in agreement with the reports of my predecessors on the subject and strongly recommend that to bridge the gulf to eke out efficiency and to systamatice the administration, especially in respect of prompt collection of Government revenue in the Landing and Shipping Section, the question of sanction of an additional clerk may please be taken up with Government.

From The Port Officer, Mangalore.
To The State Port Officer, Madras.
No. Confdl.22/53, dated 22-7-1953.

Landing and Shipping Fees - Accounts - Rule for maintenance of - Revival of form 4 and 5 -
Ref:--State Port Officer's Confidential Memo 1817 G1/53-4 dated 14-7-1953.

With reference to the Confidential Memo No. 1817 G1/53-1 dated 20-5-1953 referred to in para 1 of the above, I consider that the maintenance of those two registers viz. "Register of Import and Export would not have by themselves helped to avert such situation that has now arisen for the following reasons:--

1. At this port most of the work on behalf of the merchants is being turned out by the authorised Customs Manifest Writers. Those manifest writers file the import applications, as far as practicable, along with the respective entry papers in the Landing and Shipping Section although the payment of landing dues are made either on that day itself or, in many cases, after several days, since, such payments, as per rules, could be made before removal of goods. As and when the concerned party appeared for payment of their dues, the import applications pertaining to them were assessed ~~[illegible]~~ and entered in register No. 4 assigning serial No. as per register and then handed over to the shroff for collection and entering in his chitta as per serial No. assigned. Thus there was no guarantee that all import

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From The Port Officer, Mangalore.
To The State Port Officer, Madras.
No. 1964/53-1/dated 22-7-53.

Mangalore - Port Office - necessity for additional staff - proposals submitted -

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It is absolutely essential that there should be an import clerk, export clerk and shroff in the Landing and Shipping Section. It is experienced, since 1946, that is after resumption of trade, that the Landing and Shipping Section could not cope with the day to day routine work and this resulted in accumulations of arrears of checking manifests which is the main and important item of the work of the section relating to the revenue of the Department. It is found that checking of import and export manifests and granting of refunds have been done only after close of the busy season. As As the existing two clerks could not cope up with the work, the arrears of work cropped up gradually, so much so that import and export manifests relating to the year 1950-51 were found not checked completely uptil June 1952.

Steps were taken to get the entire manifest for 1950-51 and 1951-52 checked in last rainy season by distributing the work amongst the entire staff of the office. On completion of the checking it was found out that landing dues on various items were not collected. Being too late it is found very difficult in several cases to trace out the whereabouts of the vessels or the shippers the consignees. However action is being taken to collect such arrears as far as possible.

applications thus received by the Landing and Shipping Clerk would be assessed and entered in register No. 4, without another control of acknowledging receipt of such applications into the office. Thereis no indication in the rules for such recording or controlling of all the applications received into the office.

2. Had the Landing and Shipping Clerk (Import Clerk) as laid down in Rule 3 and 4 of the accounting Rules in Appendix IV of the Madras Port Manual, assessed and entered those import applications in register No. 4 and then handed over the carbon copy to the party and the original copy to shroff, the collections of dues could not have been caused, as per serial Nos assigned to applications in the register as there was no guarantee that the party would pay the amount at the spot, since the party are expected to pay the amount any time before removal of cargo. The daily totals of register No. 4 and the Chitta would not have agreed as the shroff could collect the amount as and when paid. The carbon copies of import applications were not handed over to the party to avoid arising of complications such as missing of copies or missusing of the copies given to the parties.

After discontinuance of register No. 4 and 5 practice in vogue at this port is that both the copies of import applications werebeing handed over to the shroff by the Landing and Shipping Clerk after assessment without recording in any register as no substitute to register No. 4 and 5 had been prescribed. As hundreds of such applications are received per day it would not be practicable to know the different sectors at which the duplicates might reach or held up payment until completion of the checking of manifests and thereforethe duplicate copies could not be entrusted in the hands of the outside party lest it be misused or not credited or lost. Complete trust has to be placed on the integrity of the Landing and Shipping Section clerks and shroff, until the manifests were duly checked and closed.

In view of the fact that the originals may also be wantonly secreted in the manner as has occurred now and to guard against this as far as possible, I have insisted upon the Landing and Shipping Sction to put up the import manifests duly checked after noting all import receipt Nos. thereon, along with the applications for clearsnce to ensure proper collection of landing dues. Even this could not be insisted upon in case of steamers but however the Steamer Agents being the custodians [illegible] of cargo, reliance has to be placed on shipping agents as there is no sufficient staff to check up the manifests in time to know the outstanding. In regard to jettisoned vessels also the out-turns are received in this office very late, some times after months. Likewise in case of foreign goods arrived by Arab vessels and steamers, the practice could not be insisted upon as the goods remain in the Customs Godown for months together until the delivery of cargo by a bill of entry.

The above arrangements, therefore, I consider, do not work quite satisfactorily unless the outstandings of steamers and foreign vessels are promptly brought in the outstanding register which is not feasible in practical working owing to short of hands to cope with that work. In this connection please see my report No. 1964/53-1 dated 22-7-1953 requesting for an additional clerk whose services could be fully utilised for checking the import and export manifests and maintaining the outstanding register promptly.

To obviate the recurrence of the kind I propose the following and if approved standing orders to that effect may please be issued.

A separate register with the following columns may be opened to be maintained by the Import and Export Clerks:-

IMPORT REGISTER.

Serial No.	Date.	Name of vessel Name of tindal.	Total amount of each application.	Signature of shroff in token of having received the application.	Date of collection.	Remarks of shroff if not collected in the day of assessment.
(1)	(2)	(3)	(4)	(5)	(6)	(7)

EXPORT REGISTER.

Serial No.	Date.	Name of vessel Name of tindal.	Total amount of each application.	Signature of Shroff in token for having received the application.	Date of collection.	Remarks of shroff if not collected in the day of assessment.

On receipt of import and export applications the concerned clerks (import and export) should assign serial register No. on the right hand top corner of form No. 2 and 3, assess the application with his dated initials and pass them to the shroff along with the register who in turn will initial the register in token of having received the assessed applications.

The shroff will pass on these applications on receipt of money assigning chitta No. on the 2nd half (bottom portion) of the forms No. 2 and 3 and send them for officer's signature along with the chitta.

After the closure of the daily account the shroff should assign reasons for non-collections of the dues on that day against import and export applications recorded in the registers maintained by the import export clerks. These registers should also be put up for officers signature daily along with the chitta.

At the time of clearance of vessels the import manifests of the respective vessels except that of steamers should be put up duly checked along with the applications for clearance so that the officer granting the clearance may ensure that all dues were paid promptly.

The Shroff should counter check the manifests as far as possible and also verify entries in the outstanding registers and put up the entire manifests closed for Port Officer's signature fortnightly and keep the manifests under his safe custody until audit is over.

The above rules, if approved may also be incorporated in the Landing and Shipping Accounting rules.

IJ. 30/7.

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CONFIDENTIAL.

No. 1817 G1/53-4.

State Port Office,
P.B. No. 13, Madras 1.
14th July 1953.

MEMO.

Landing and Shipping Fees Accounts - Rules for maintenance of - Revival of form 4 and 5 - Correspondence resting with your letter Confdl. No. 17/53 dated 3-6-1953.

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Your attention is drawn to this office Confdl. Memo No. 1817 G1/53-1 dated 20-5-53. The "present situation" referred to therein is the fact that some of the importers who were in arrears have since on demand for payment of the arrears, produced import applications duly assessed for landing dues by a clerk of the local Port Office as evidenced by his initials thereon, and duly prepared as receipts for payment of the dues into the Port Office although they do not bear the signature of a Port Official in token of receipt of the moneys entered therein. Please send your reply to that confidential Memo in the light of these remarks.

2. Please also report the action taken by you to prevent a recurrence of the above kind at your port, especially as one copy ~~duplicate~~ each of the above import applications which the clerk (who had assessed them) should have sent direct to the shroff - (vide rule 4 of the Accounting Rules in Appendix IV of the Madras Port Manual) are missing from your office in the cases under reference. If this rule is strictly followed, and the copy referred to therein is duly recorded in the port office so that such copies are available in office even in cases where parties have not paid the amount due to the Shroff as required in this rule - (this is the effect of the first sentence of this rule), I consider that the proposal for re-introduction of Import and Export Registers can be deferred in view of the present paper position and the extra cost envisaged in the proposal for re-introduction of the above Registers.

Sd./- A. MUDIE.
State Port Officer.

To the Port Officer, Mangalore.

/True Copy/

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IJ. 29/7.

State Port Officer.

(C.No.69725 R/53)

P.W.(R2)

Memorandum No.69725 R/53- dated 25-8-53

Sub: Establishment - Port Department - Port Office, Mangalore - Additional Lower division - Clerk.

Ref: From the S.P.O. No.2630 G1/53-1 dated 29-7-1953.

The S.P.O. is requested to furnish a comparative statement of the trade statistics for the last 3 years of the Port of Mangalore and of a similar port and also of the clerical establishment in each of the two Port offices. ~~and the work attended to by each of them.~~

2. He is also requested to state whether the ~~increased~~ extra work in the Landing and Shipping section in the Port office, Mangalore, cannot be managed by redistribution of work in the office amongst the clerical establishment and if not, he is requested to explain the same in detail.

~~3.~~ The work in the Landing and Shipping section ~~in~~ of the office may be heavy during only the shipping season ~~only in~~ each year. He is, therefore, requested to state whether ~~if sanctioned hereinafter, may be~~ an additional L.D. Clerk ~~for the office during~~ sufficient for the shipping season only ~~may not be sufficient~~ each year and if so, he is requested to specify the period.

To the S.P.O.

R.D. 25.9.53.

18.8.53

21.8.53

P.T.O.

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Note: Please see the letter of the S.P.O. and of the Port officer, Mangalore, on pp 1-4 (6) c.f. The information referred to in the draft memo submitted overleaf may be obtained from the S.P.O. for examination of his proposal.

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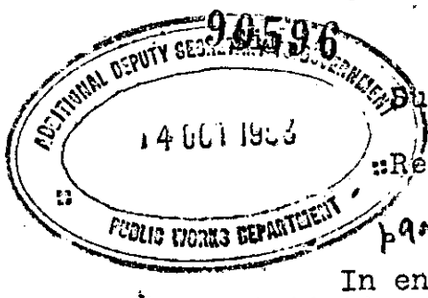
URGENT

From
A. Mudie Esq.,
State Port Officer,
Post Box No.13,
Madras-1.

To
The Secretary to Government,
Public Works Department,
Madras.

No.2630-G1/53-7 dated 12th Octr.1953.



Sub:-Establishment - Port Department - Port Office, Mangalore - Additional Lower Division Clerk -

Ref:-Government Memo No.69725 R/53-1, P.W., dated 25-8-1953.

In enclosing herewith a comparative statement of the trade statistics for the years from 1950-51 to 1952-53 of the ports of Mangalore and Kozhikode, and also of the clerical establishment in each of the two Port Offices, I have to observe that the necessity for the services of an additional clerk in the Landing and Shipping Section of the Port Office, Mangalore has been felt ever since 1947, when even after the work relating to this Section was redistributed amongst the clerical establishment of the office arrears began to accumulate without any desired result. The work in the Landing and Shipping Section is heavy not only during the shipping season each year, but also during slack season (June to August). During this slack season, the staff attached to this Section are fully engaged in checking the Import and Export Manifests (received in thousands) with relative Import and Export applications, in order to verify the outstanding landing and shipping dues still to be collected, if any, from the merchants in addition to their normal work, wherever there are short shipments action has to be taken to refund the excess dues collected, on the refund applications presented by the merchants. Thus the staff is fully engaged throughout the year, whether it be shipping season or slack season. In this connection I enclose herewith a copy of letter No.2600/53-1, dated 18-9-1953 from the Port Officer, Mangalore explaining the necessity for the services of an additional clerk throughout the year in the Landing and Shipping Section of his office.

2. It will be seen from the comparative statement of trade statistics and clerical establishment of the two ports of Mangalore and Kozhikode, that the claims of the Port Officer, Mangalore for an additional clerk is reasonable in view of the comparatively heavier work at his port. I therefore request that Government will be pleased to accord their sanction for the creation of an additional post of Lower Division Clerk for the port office, Mangalore.

3. The expenditure on the above account will be met from the State-Minor Ports Fund in the first instance, and subsequently recovered from the Mangalore Landing and Shipping Fund.

Yours faithfully,

State Port Officer.

MR.12.

Minor Ports Fund Receipts.	Rs.48,185	Rs48,985	Rs.57,072	Rs.71,882	Rs.77,188	Rs.92,242
Tonnage of Imports & Exports.	2,92,251	2,38,141	2,71,517	1,90,554	2,37,618	2,28,674

*Figures given against this item in respect of Mangalore Port relate to Marine licences issued by this Department. But more than 200 to 400 non-Marine licences are to be checked up periodically at Mangalore Port to verify the extent of land occupied and other relevant factors.

REMARKS:-Over and above the routine works the Port Section has also to attend to all pay bills of sub-ports and the offices of Port Officers, Mangalore and Kozhikode. There are 6 sub-ports attqched to Mangalore Port and all references of the sub-ports are also scrutinized and attended to by the office staff of the Mangalore Port before being submitted to higher authorities. Compilation of statistical information under various schemes of Government of India and Madras are extra work attended to regularly.

STATEMENT OF THE CLERICAL ESTABLISHMENT.

	MANGALORE.	KOZHIKODE.
Port Conservator (Head Clerk)	1	1
Upper Division Clerk(Stores Assistant) ..	1	-
Port Clerk	1	1 (does typing work
Record Clerk	1	1 (Accounts Clerk)
Typist	1	-
Landing & Shipping Clerk Shroff ..	1	1
Landing & Shipping Clerk(Import Clerk) ..	1	1
Landing & Shipping Clerk(Export Clerk) ..	-	1
Shed Clerk	1	-
Despatching Clerk	-	1

TOTAL SANCTIONED STRENGTH - Port Conservator(Head Clerk)-1 Port Conservator(H.C.)-1
Upper Division Clerk (Stores Assistant) -1 Lower Division Clerks. -6
Lower Division Clerks -5
Typist .. -1

REMARKS:-The Upper Division Clerk at the Port of Mangalore is fully engaged in connection with the work relating to the stores for the two dredgers, one launch and one tug at the port,also preparation of pay bills of the Bredger etc. establishment,maintenance of their leave account etc. The port of Kozhikode has only one launch which is to be transferred to Pamban port when the new tug sanctioned for the port is purchased.

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for STATE PORT OFFICER.

Madras,12-10-1953.

MR.13.

COMPARATIVE STATEMENT SHOWING STATISTICS OF TRADE AND WORK DONE DURING THE YEARS 1950-1951, 1951-1952 and 1952-1953 at the ports of MANGALORE AND KOZHIKODE .

	MANGALORE.			KOZHIKODE.		
	1950-1951	1951-1952	1952-1953	1950-1951	1951-1952	1952-1953
LANDING & SHIPPING SECTION.						
Number of Export Applications passed.	10,648	9,491	9,596	12,779	21,793	13,649
Number of Imports Applications passed.	8,324	8,308	10,802	2,911	3,568	5,073
Number of Miscellaneous receipts issued.	2,835	4,151	5,199	770	845	1,050
Number of Export Manifests checked.	3,441	2,817	3,159*	1,525	1,549	1,766
Number of Import Manifests checked.	3,462	2,821	3,080*	1,548	1,569	1,785
Landing & Shipping Receipts.	Rs.2,08,997	Rs.2,25,174	Rs.2,49,269	Rs1,07,097	Rs.1,44,885	Rs.1,62,566

REMARKS:- Over and above those noted above there are several other subsidiary registers, such as crane Register, Tug Register, Launch Register, Ground rent Register, Register of Marine licences, Overtime Fee Register, Passenger Toll Register, Godown fee register, Sale of form Register together with cash book and cash chitta to maintain. The Landing and Shipping Section has also to attend to all correspondence regarding estimates, monthly meeting of the Port Conservancy Board, etc.

* Till 1951-52 only 80 to 85 steamers arrived and cleared but since 1952-53 coasting steamer traffic has commenced at the port of Mangalore and 170 steamers arrived at and cleared from Mangalore Port.

PORT SECTION.						
Number of vessels entered	3,462	2,821	3,080	1,548	1,563	1,783
Number of vessels cleared	3,441	2,817	3,159	1,508	1,586	1,759
Number of boats registered.	255	240	218	194	177	151
Number of Miscellaneous Receipts issued.	1,750	1,950	2,250	457	452	498
Number of Port Dues Receipts issued.	2,000	1,900	1,800	1,166	1,249	1,401
Number of Pilotage Receipts issued.	475	300	595	291	269	565
*Number of Licences Marine granted	50	60	47	16	16	18

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From the Port Officer, Mangalore.
To the State Port Officer, Madras.
No.2600/53-1 dated 18-9-1953.

Establishment - Port Department - Port Office - Mangalore - Additional lower division Clerk -
Ref:-State Port Officer's Endt.No.2630-G1/53-2 dated 1-9-53.

The comparative statement of the trade statistics etc. called for is herewith enclosed with particulars of other works also.

In this connection I submit that the statistics cannot be considered as the only criterion for considering the necessity for additional clerk. The customary statistics for the past three years submitted gives only an idea of the volume of work that has to be turned out. It is also essential that factors like the general working capacity of the present generation, reduced working hours, and mass consciousness amongst the subordinates staff about their rights and privileges be taken into account when arriving at a decision. During the recent years most of the old and experienced hands have either retired or have had to be transferred for promotion. Except the present Head Clerk who counts nearly 26 years of service and other two clerks who have put in nearly 15 to 16 years, the rest (four) now working in important sections such as Landing and Shipping and Port sections are counting services of not more than 3 months to 1½ years. The new staff is generally not willing to work beyond official hours and their capacity for work is only about 50% of that of the older and experienced hands.

The work carried out by this department is quite different from other departments. The landing and shipping section is turning out the work of the merchant shipping class who naturally expect better service than they have had during the pre-war years. It is to be stressed that in shipping circles prompt service is considered absolutely essential and even short delays are likely to result in heavy financial losses to the merchants and will not be tolerated by them. The steamers that arrive at this port generally won't stay for more than a day. The merchants who obtain shipping orders only after arrival of steamers naturally hasten to get their shipments completed within such short hours by observing all Port and Customs formalities such as passing export applications in the Port Office and then passing shipping bills in the Customs on payment of cess or duty as the case may be. There are nearly 630 items with various rates in the Landing and Shipping Fees schedule of this port and each export or import applications presented in this office for assessment contains several items of different rates and weights. The Landing and Shipping section has to assess and pass these applications on calculating the weight, rates etc. correctly and at the same time satisfying the mercantile class in hurring up the work also. The experience, promptness, ~~quick~~ quickness and over and above patience to be exhibited in carrying out the day to day work of the public in the counter by the 2 clerks of the Landing and Shipping Section, I am constrained to say, cannot be viewed as a general routine work. The daily collections of revenue under Mangalore Landing and Shipping Fund during the shipping season being on an average between Rs.500/- to Rs.2500/-. One of the clerks from the Landing and Shipping section has to accompany the remittances also whenever other subordinates are not available and some times he is detained in the Bank even for more than 2 hours during office working hours. Such sort of absence also adds to the difficulties of carrying out day to day work. Absence of one clerk due to sickness or on other leave always results in accumulation of arrears in other sections due to change of duties to be made to carry out the public work first. Various improvements at the port in the past few years and undertaking of major works, have also largely contributed to the increase in the volume of correspondence, accounts, payments and other allied matters. The statistics regarding miscellaneous receipts will, I hope be a convincing factor, that the Landing and Shipping Section of this office is carrying out much more miscellaneous works of floating crafts, landed properties etc. than any other minor Port of this State.

Under

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Under the circumstances I submit that it is my considered opinion that the Landing and Shipping section of this office cannot work efficiently to the best interest of the Department as well as the public without an additional clerk in that section. As regards redistribution of work amongst other clerical staff, I submit that this has been done since 1947 as per State Port Officer's instructions issued in his letter No.48-G1/47-1 dated 3-2-1947 but as the work in each section, as it is, overwhelming and beyond the control of each one of the members such re-distribution of work never helped to obviate the difficulties as it is only a circuit in the orbit of a limited staff. As regards proposals for appointment of a clerkfor the shipping season only, each year, I submit that there is sufficient work such as passing refunds, attending audit objections, arranging records for audit etc. to keephim engaged even in the slack season. Besides, this will also result in getting an inexperienced clerk every season to be tutored. As the shipping season has already commenced, I request that sanction for appointment of an additional clerk may please be obtained as early as possible.

/True Copy/

13/X

State Port Officer.

MR.13.

17

P.W.(R1)

Establishment - Temporary - Port Department Mangalore Port Office - Employment of additional lower division clerk - Sanctioned.

Ref: From the S.P.O. No.2630 G1/53-7 dated 12-10-1953.

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G.O.Ms.No. 4301 dated 13.11.53

Sanction is accorded to the employment of an additional lower division clerk for a period of one year from the date of employment in the Mangalore Port Office to cope with the increased work on account of the various improvements to the port and resumption of foreign and coasting steamer traffic.

2. The expenditure will be met from the State Minor Ports Fund in the first instance and subsequently recovered from the Mangalore Landing and Shipping Fund.

To the S.P.O., Madras.

Copy to the Exmr. of L.F. Acct.

28.10.53

30.10.53

P.W.(R1)

Sub: Establishment --Temporary - Port Department.- Mangalore port - Additional lower division Clerk.

Ref: From the State Port Officer, No.2630 G1/53-1 dated 29-7-1953.
Issued to the S.P.O. Memo.No.69725 R/53-1 dated 25-8-1953.
From the S.P.O.No.2630 G1/53-7 dated 12-10-53.

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Please see the above references on pages 1-2, 9 and 11 c.f. The S.P.O. has asked for employment of one additional lower division clerk in the Port Office, Mangalore, due to the increase in work, especially in the landing and shipping section on account of the various improvements to the port and resumption of foreign and coasting steamer traffic. He has furnished a comparative statement of trade statistics of the Mangalore and Kozhikode ports during the last 3 years, 1950-1951, 51-52 and 52-53. The comparative statement at 'A' and 'B' on page 13 c.f. indicates that there is a case for an additional lower division clerk in the Mangalore Port, though the number of "Export' application passed" does not compare favourably at the two ports. The S.P.O. has stated that the claim of the Port Officer, Mangalore, for an additional lower division Clerk is reasonable and has recommended the case. As stated by the S.P.O., the need for an additional clerk in the Port Officer, Mangalore was felt even in 1948. However in the interests of economy during war periods the consideration of additional clerk for the port was ~~been~~ held in abeyance." In the present circumstances, the S.P.O's proposal may perhaps be accepted; and the additional post may be for a period of one year in the first instance; if so, a draft is

(p.2.inf)

submitted for consideration.

28.10-53.

Thro 'F'

[Issued as G.O. MS 4301 PWD dt 13.11.53] > p 174.